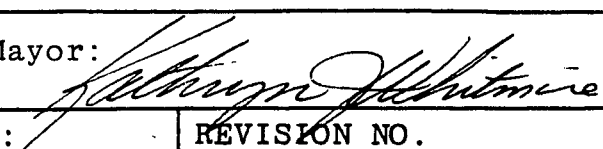


POLICY TITLE: Employment: Code of Employer-Employee Relations			NUMBER 106.00
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Policy Statement: It is the policy of the City of Houston to announce to all employees the fundamental principles and mutual rights and obligations comprising the relationship of employment between the City of Houston and its employees.

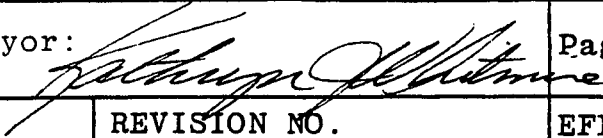
Policy Basis: Policy Statement

Policy Amplification: In its continuing effort to implement fair and objective personnel policies and practices, the City of Houston pledges:

1. To employ people on the basis of their qualifications and with assurance of equal opportunity and treatment regardless of race, religion, color, sex, age, or national origin;
2. To provide salaries and employee benefits which bear a fair and reasonable relationship to the work performed;
3. To establish reasonable work hours;
4. To maintain safe and healthful working conditions;
5. To place employees in the kind of work best suited to their abilities;
6. To provide systematic training for those whose needs, capabilities, and desires warrant such training;
7. To welcome constructive suggestions which relate to methods, procedures, working conditions, and the nature of the work performed;
8. To establish procedures for employees to discuss freely any matter of interest or concern with their immediate supervisors or Department heads; and
9. To permit each employee as much discretion and responsibility as is consistent with a well-coordinated and effective functional operation.

The City of Houston in turn expects all employees:

1. To give a productive day's work to the best of their abilities and skills;

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2. To arrive at their departments to begin work on time;
3. To demonstrate a considerate, friendly, and constructive attitude towards the public and fellow employees; and
4. To adhere to the policies adopted by the City.

The City of Houston retains the right to exercise customary managerial functions including but not limited to the right:

1. To dismiss, assign, supervise, and discipline employees;
2. To determine and change the size of and qualifications of the workforce;
3. To establish, change, and abolish policies, practices, rules, and regulations;
4. To determine and change methods by which its operations are to be carried out; and
5. To assign duties to employees in accordance with the City of Houston's needs and requirements and to carry out all ordinary administrative functions.

Policy Compliance: All employees through the Department/Division Director shall comply from policy date forward.

Policy Exception: Policy exceptions and/or violations shall be brought to the attention of the Director of Personnel for review and recommended course of action.